



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 7/14/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. MS 201		Date Received JAN 24 '73	Application No. 7341
3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Administrative Division Fiscal Station 244 Washington Street, SW Atlanta, Georgia 30334		4. Person to Contact Bobbie Jean Bennett	
		5. Working Title Fiscal Officer	6. Tel. No. 656-2700

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

Oct. 1964 - current

9. Exact Series Title

Health Insurance Monthly Report File

10. What is the function of the office in which this record series is created

These records accumulate as a result of administering a state-wide program of personnel administration and are created as a result of (but not limited to) (1) recruiting, (2) conducting examinations, (3) certification of eligibility, (4) appointment, (5) audit personnel transactions, (6) providing training, (7) providing Health Insurance and other fringe benefits program, (8) administer Hearings and Appeals, (9) manpower and personnel planning.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

- (1) This file relates to statement of contributions to State Employees Health Insurance Fund, including matching contributions by State, and may include additions and terminations to coverage, and generally transmits agency check covering contributions.
- (2) MS 60-13 (a) Report of Health Insurance Transactions (County FACS)
MS 60-13 Report of Health Insurance Transactions (County Health)
MS 60-14 Report of Health Insurance Transactions (State)
MS 60-2 Monthly Statement of Department of Contributions
- (3) Filed in date order by Department

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	3	4.5	ANNUAL RATE OF ACCUMULATION	3	4.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				10 cu. ft.			
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	4	1	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ []
Merit System Health Insurance Division maintains copy for limited time.
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [x] ☐ []
Auditors financial report by Agency
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
EDP file of covered employees and department files of expenditures could be used to
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x] rebuild files.
20. Does the record series provide data as input to an EDP file? ☒ [x] ☐ []
EDP file of covered employees
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Maximum audit period by HEW for Grant in Aide Agencies is 5 years.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☒ [x] FISCAL YEAR - ☐ [] Other

then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [x] Other: (Specify)

Hold in current files area one (1) year or until State Audit is completed, whichever is later; transfer to Records Center; hold four (4) years; then destroy, except that records involved in any claim or expenditure which has been questioned shall be further maintained until necessary adjustments have been reviewed and cleared.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations

☒ [x] Approved ☐ [] Disapproved

Head of Agency/Designee

Date

in Paragraph

State

☒ [x] Approved ☐ [] Disapproved

Department of Audits/Designee

Date

25 are:

Records

☒ [x] Approved ☐ [] Disapproved

Secretary of State/Designee

Date

Committee

☒ [x] Approved ☐ [] Disapproved

Department of Law/Designee

Date